

Prison to Employment

**Direct and Supportive Service Grants
Application Workshop**

November 29, 2018

Conference Line: 1-888-808-6929

Passcode: 3243425



Overview

In July 2018, the California Legislature approved \$37 million in state general funds to resource the Prison to Employment Initiative.

Approximately \$34,000,000 will be awarded for the implementation of regional plans to serve the formerly incarcerated and other justice involved individuals in California. These funds will go out as grants to each of the 14 Regional Planning Units (RPUs), with up to \$14,000,000 released in Fiscal Year 2018-19, and up to \$20,000,000 released in Fiscal Year 2019-20.



Corrections Workforce Partnership Agreement

The State Board has entered into a formal partnership with the California Department of Corrections and Rehabilitation (CDCR), the California Prison Industry Authority, and the California Workforce Association, with the goal of improving labor market outcomes of the state's formerly-incarcerated population.

Additional information on the partnership can be found in [Workforce Services Information Notice 17-26](#) and at the [Workforce Corrections partnership page](#) of CWDB's website.



“Shared Strategy for Shared Prosperity”

- **Collaboration** among partners in development of service delivery strategies and alignment of resources to better connect the supervised population to employment.
- **Innovation** that creates new or adapts existing approaches or accelerates application of promising practices in workforce development and skill attainment.
- **System change** that utilizes these funds to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period.



Prison to Employment Initiative Funds

- **Regional Planning Grants:** intended to support the development of plans for each region's justice-involved population (Awarded in October 2018)
 - **\$1.75 million**
- **Regional Implementation and Direct Services Grants:** intended to fund the implementation of regional workforce corrections plans and provide direct services provided pursuant to these regional plans
 - **\$14 million**
- **Regional Supportive Services and Earn and Learn Grants:** intended to provide supportive services and "earn and learn" opportunities for justice-involved and the formerly incarcerated
 - **\$20 million**



Funding Plan

- Each RPU will receive funds through this RFA awarded in two cycles:
 - April 2019: First round of grant funds announced
 - July 2019: Second round of grant funds announced
- Award amounts will be determined through an evaluation process conducted by the CWDB

Items	2018-19	2019-20	2020-21
Regional Planning Grants	\$1.75m		
Implementation and Direct Service Grants	\$6m	\$8m	
Needs-Based Supportive Services	\$8m	\$12m	
Program Evaluation and Assessment			\$1m
Total Funds	\$16m	\$20m	\$1m

Eligible Applicants

Each region must designate *one local board* as the applicant and fiscal agent. Signature proof of this agreement must be included in the application.

Eligible Participants

- **All justice involved and formerly incarcerated individuals are eligible to receive services through Prison to Employment Initiative funds**
- Justice involved: Refers to individuals (adults and juveniles) who are on parole, probation, mandatory supervision, post-release community supervision, or are otherwise part of the supervised population
- Formerly incarcerated: For the purposes of this program includes any individual who has at any time served a custody sentence in any adult or juvenile federal, state, or local detention facility; or in any alternative custody program such as home detention



Partnerships

- Applications for funds should detail the process used to reach out to both new and existing partner organizations and the process by which input from all partners was translated into actionable strategies for outreach, intake, and provision of services to the justice-involved
- Regional and Local Planning requirements pertaining to stakeholder engagement are intended to help RPU and Local Boards develop mechanisms for ensuring adequate community input on how services will be provided to formerly incarcerated and justice involved individuals.
- Applications should highlight the role of CBOs in the implementation of strategies funded through this RFA, particularly CBOs with expertise working with the justice-involved and formerly incarcerated populations and employers to ensure that individuals receive the package of services they need to attain and sustain employment
- Signed MOUs between partners are encouraged but not required.

Prison to Employment Grant Applications and Required Regional Plan Modifications

- As outlined in the [Prison to Employment Planning Grant RFA](#) and [CWDB-issued Regional and Local Planning Guidance](#), each region is expected to develop a regional plan that outlines a comprehensive strategy for serving that region's formerly-incarcerated and justice-involved population.
- Funds provided through this RFA are intended to provide resources to implement the strategies outlined in the regional plan produced from the process funded by the Planning Grant
- Applicants are encouraged to draw on the content of the Regional Plan update when applying for this RFA



Prison to Employment Initiative: Regional Implementation and Direct Service Grants

- Intended to fund the implementation of regional workforce corrections plans and provide direct services provided pursuant to these regional plans
- Applications should describe specific goals for the number of individuals to be served, outcomes to be attained by individuals served, and a comprehensive plan for achieving these outcomes through a collaborative regional network of partners
- Applicants are strongly encouraged to discuss how lessons learned from previous grants designed to serve this population will be used to inform strategies funded through this grant (e.g. Forward Focus, Workforce Accelerator Fund, and High Road Partnerships for Construction Careers)
- Allowable uses for grant funds include all activities permitted under AB 1111, AB 2060, and WIOA.



Prison to Employment Initiative: Regional Supportive Services and Earn & Learn Grants

- Intended to provide supportive services and “earn and learn” opportunities for justice-involved and the formerly incarcerated.
- Approximately \$8 million released in FY18-19, \$12 million in the early part of FY19-20.
- Larger of the two grants in this RFA; justice-involved individuals face significant life challenges and generally require a high intensity of support
- Applications should include an assessment of the demand for particular services, clearly define the services to be offered, describe the role of each service provider, and provide an overview the regional referral process
- Supportive services and “earn and learn” activities which entail payment for participating in training and other workforce activities are allowable.



Program Evaluation and Data Reporting

- Grant recipients are required to provide all necessary information to local workforce boards and the CWDB to facilitate grant performance evaluation.
- Grants will be evaluated using the following criteria:
 1. Ability to provide the services proposed in the application to the proposed number of individuals
 2. Ability of participating individuals to successfully complete programming funded through the grant
 3. Ability of individuals to transition into or be integrated into the broader workforce and education system
 4. Ability of individuals to succeed in both the broader workforce and education system and labor market once they transition into the broader system
- Applications and regional plan updates should establish a single local board to be responsible for accurate and timely submissions of all participant data for all partners into CalJOBS.

Communities of Practice

- The state board is committed to implementing continuous improvement, innovation, and system change strategies.
- Project Teams should budget for and plan to attend at least two in-person Community of Practice meetings throughout the grant period.

Application Requirements

- Application narrative is limited to 10 pages, 1-inch margins, in font no less than 12 point, excluding forms, attachments and cover page.
- Applications that do not adhere to these requirements shall be scored; however, a 3-point penalty shall be assessed for those that do not meet these requirements.
- All applicants must use – Application Forms (Excel Spreadsheet) to submit the required forms and attachments, and complete the checklist included in the Excel Spreadsheet.
- **Applications are due by February 15, 2019, 3:00PM PST**

Required Forms and Attachments

DOCUMENT NAME/DESCRIPTION	FORM PROVIDED	FORM REQUIRED		
		Implementation & Direct Services	Combined	Supportive Services & Earn and Learn
Cover Page	YES		YES	
Application Narrative	NO		YES	
Flowchart of Services	NO		YES	
Form 1: Budget Summary	YES	YES		YES
Form 2: Budget Narrative	YES	YES		YES
Form 3: Work Plan	YES	YES		YES
Form 3A: Partners Roles and Responsibilities	YES		YES	
Form 4: Participant Plan	YES	YES		YES
Form 5: Worker's Compensation Certification	YES	YES		YES
Form 6: CCC-307	YES	YES		YES
Form 7: Darfur Contracting Act Certification (If applicable, see form for details)	YES	If applicable		If applicable
Form 8: Bidder Declaration	YES	YES		YES
Proof of registration with the California Secretary of State's Office.	NO	If applicable		If applicable
Partnership Agreement Letter/MOU (For a sample template, see Appendix B in the RFA)	NO		NO	

Contracting Process

Each RPU will enter into two contracts:

- Regional Implementation & Direct Services
- Regional Supportive Services & Earn and Learn
- Both contracts will be split funded, the first round will be allocated in program year 2018-2019 (April/May 2019) and the second in program year 2019-2020 (July/August 2019).



Contracting Process

- ✓ Form 5: Worker's Compensation Certificate
- ✓ Form 6: CCC-307
- ✓ Form 7: Darfur Contracting Certification (if applicable)
- ✓ Form 8: Bidder Declaration
- ✓ Proof of Registration with CA Secretary of State's Office (if applicable). For more information, visit <http://kepler.sos.ca.gov>

Fiscal & Admin Requirements

Once awards are announced in the Spring (April), an orientation webinar will be scheduled for the following week. The webinar will cover administrative and fiscal requirements and discuss how to fill out contract exhibits. An important note about indirect costs:

- **Administrative Limitation:** is a cap or a limitation on the entire funding provided. If the funding is \$1,000,000; then the administrative limitation is \$100,000. Administrative cost can include: direct, direct share and indirect costs.
- **Indirect Costs are:** Costs that are used for common objectives and are not readily identifiable. They could be both administrative and program in nature. When cost negotiator determines a rate usually it is an administrative rate unless the grantee is requesting a sub-rate for program indirect. The Negotiated Indirect Cost Rate (NICRA) is a **billing rate** that is derived from a base, i.e. salaries and benefits or other. The cost negotiator analyzes the organization's financial statements in order to determine the costs that will change the least to drive the cost of operations as low as possible. This rate is applied onto its base for each cost objective every month to arrive at the amount of cost attributable to each cost objective. For example, if the organization has 5 funding streams; each stream will receive a proportionate share of indirect costs based on salaries and benefits charged the funding.

Fiscal & Admin Requirements Continue...

Total Funding Budget				\$1,000,000
Admin limit of funding		10%		\$100,000
NICRA (base: salaries and fringe)		15%		
Budget				
Salaries and Wages				\$ 150,000
Fringe				\$ 25,000
Rent				\$ 250,000
Travel				\$ 70,000
5 Subawards (5 subs at \$100K each)				\$ 500,000
Other				\$ 5,000
Total				\$ 1,000,000
Calculation of NICRA:				
Salaries and Wages				\$ 150,000
Fringe				\$ 25,000
	multiply times 15% ICR			\$ 175,000
	cost of S&B			\$ 26,250
Subawards 5 up to \$25,000 (15%X \$125K)	cost of managing subs			\$ 18,750
	Total costs			\$ 45,000
Total NICRA expense attributable to this funding stream:				\$ 45,000
Administrative Cost limitaion	\$100,000			
NICRA Expense	\$ 45,000			
Admin Available for direct/share	\$55,000			

Important Dates

Event	Date
Q&A	Weekly on the State Board website through Friday February 8, 2019.
Application Due	Friday February 15, 2019 (by 3PM, PST)
Regional and Local Plan Modifications Due	March 15, 2019
Award Announcement (Round 1)	April 2019
Award Announcement (Round 2)	July 2019
Program Start Date (with executed contract stipulation)	May 1, 2019

Application Submission:

Naming Convention:

RPUName.ZIP

Send proposal in one .ZIP File containing all required separate forms and documents to:

reentry@cwdb.ca.gov

*No PDFs except for the signed cover page.

Use "Prison to Employment Initiative Application" in subject line.



For more information:

Program Design and Implementation:

Corrections Workforce Partnership Team reentry@cwdb.ca.gov

Cindy Harrington, Implementation Manager cindy.harrington@cwdb.ca.gov

Contract Policy & Legal Questions:

Sheri Collins, Contracts Manager Sheri.Collins@edd.ca.gov

All other questions: CWDBInfo@cwdb.ca.gov

